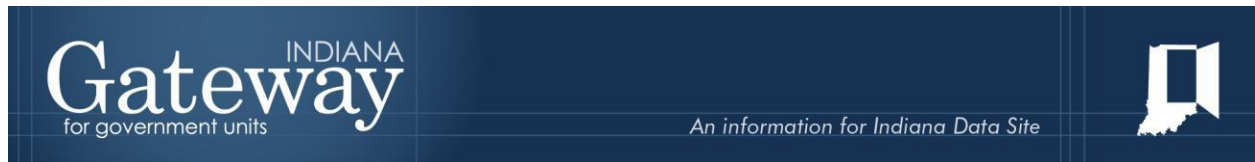


Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

# Gateway User Guide

## Submit Proof of Publication and Signed Form 4

# ORDINANCE / RESOLUTION FOR APPROPRIATIONS AND TAX RATES



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## Getting Started

Please note that you will need to scan and upload a signed copy of your Form 4 and Proof of Publication to Gateway. The Department no longer accepts this documentation via fax, email, or mail.


## Scanning Your Documents


You will first need to scan your signed Form 4 and save it in a location on your computer where you can find it. If you do not have a scanner you will need to locate someone with one, the Department recommends contact a local public library or the county auditor's office.


## Accessing the Upload Page


Once you have scanned your documents please click on "Submit Proof of Publication and Signed Form 4" on the Unit Main Menu.

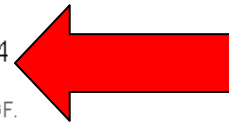
**Department of Local Government Finance Tasks**

 **Customize Funds, Departments, Debts, Rev. Codes**  
View and edit lists of funds, depts., debts by fund and rev. codes.

 **View Forms, Enter and Edit Budgets**  
View, edit and submit Forms to DLGF.

 **Submit Proof of Publication and Signed Form 4**  
View, upload and submit budget-related documents to DLGF.

 **Optional Flat File Upload**  
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2



## Uploading Your Documents

You will now need to complete the fields below along with locating your file.

**Submit File**

Select file type: Enter description for 'Other':

Proof of Publication (Form 3)

Enter a Description:

Select File to Upload:

Date:

Supplemental Date, if Applicable:

Upload File

There are no files uploaded for this unit.

If you click on “Proof of Publication (Form 3), you will then be able to select the file type that you are uploading. For non-school units, these documents include the Proof of Publication (Form 3), Signed Budget Ordinance/Resolution (Form 4) and Appropriation Reduction Ordinance/Resolution, if applicable. Schools will also have the option to upload their School Bus Replacement Documentation and their School Capital Projects Fund Documentation.

Select file type:

Proof of Publication (Form 3)

Proof of Publication (Form 3)

Signed Budget Ordinance/Resolution (Form 4)

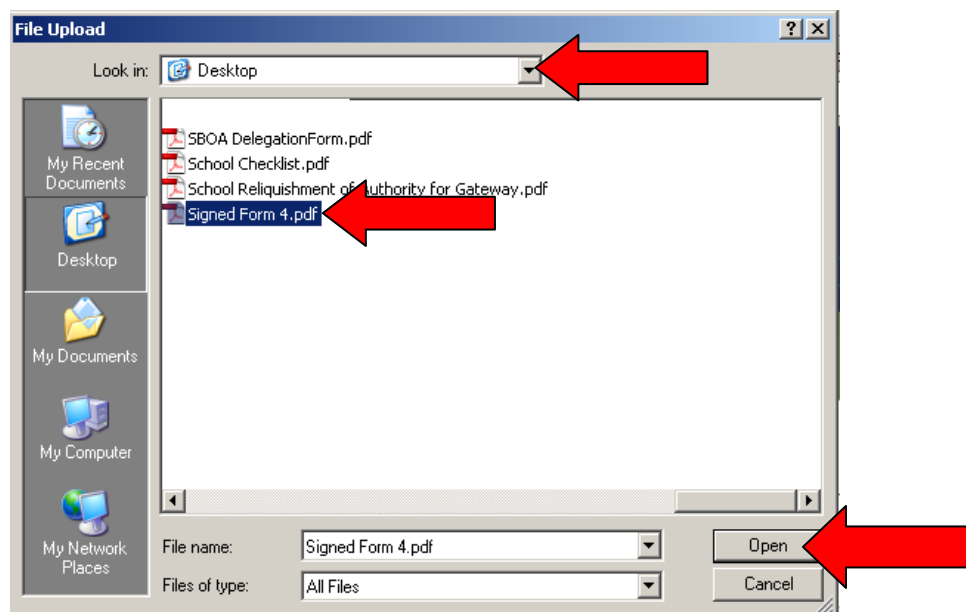
Appropriation Reduction Ordinance/Resolution

You will then need to enter a description. You are welcome to choose any description that best describes the document you are uploading.

**Submit File**  
Select file type:  
Signed Budget Ordinance/Resolution (Form 4) ▼  
Enter a Description:  
Signed Ordinance  
Select File to Upload:  
Browse...  
Date:  
Supplemental Date, if Applicable:  
Upload File

This is a web form titled "Submit File". It has a dropdown menu for "Select file type:" with "Signed Budget Ordinance/Resolution (Form 4)" selected. Below it is a text input field for "Enter a Description:" containing "Signed Ordinance". The next section is "Select File to Upload:" with a text input field and a "Browse..." button. There are also input fields for "Date:" and "Supplemental Date, if Applicable:". At the bottom is an "Upload File" button. A red arrow points to the "Signed Ordinance" text in the description field.

You will then need to choose the file you are uploading. To locate the file, click on “Browse.” You will then notice the following box appears. You will need to think back as to where the file was saved. To view the location it was saved, please click on the “Look in:” drop down box to select the location. From there you will click once on the file you wish to upload and then select “Open.”



You will now notice the file path appears to the right of the browse button.

**Submit File**

Select file type:

Signed Budget Ordinance/Resolution (Form 4) ▼

Enter a Description:

Signed Ordinance

Select File to Upload:

C:\Documents and Settings\ [Browse...]

Date:

Supplemental Date, if Applicable:

[Upload File]

There are no files uploaded for this unit.

We now need to input the “Date” field. For our Signed Budget Ordinance/Resolution (Form 4), this is our adoption date. If you are uploading your Proof of Publication, this is the first date that it was published in the newspaper.

Click in the field beneath “Date” and navigate to the desired month with the arrows to the left and right of the month, if the desired month does not automatically come up.

Date:

September, 2012

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today: October 3, 2012

Your next step is to complete the “Supplemental Date” field, if applicable. This field is primarily used to submit the second date a document was published, such as the Notice to Taxpayers/Proof of Publication.

Click in the field beneath “Date” and navigate to the desired month with the arrows to the left and right of the month, if the desired month does not automatically come up.

Supplemental Date, if Applicable:

September, 2012

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27		
30	1	2	3	4	5	6

Today: October 3, 2012

Your last step in uploading your signed Form 4 is to click the “Upload File” button.

Date:

9/20/2012

Supplemental Date, if Applicable:

9/27/2012

Upload File

Once successfully uploaded, you should see green text stating the file upload was successful and all the uploaded files appear below. If you wish to verify that the correct document was uploaded, click on the blue underlined file name and this will open the uploaded file.

Date:

Supplemental Date, if Applicable:

**Publication File Upload Successful**

Upload File

Publication File Name	File Type	File Description	File Upload Date	File Date 1	File Date 2
<a href="#">Signed Form 4.pdf</a>	Signed Bgt. Ordinance/Resolution	Signed Ordinance	10-03-2012	9-20-2012	

Congratulations! You have successfully uploaded your documentation. Please see our other user guides for assistance with other forms. If you have any questions, please email the Gateway inbox at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).